

DUTY STATEMENT

Classification: Staff Services Analyst (General)	Position No. 6000-5157-805
CBID: R01	Office: Administration
Date Prepared: March 10, 2009	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direct supervision of the Deputy Director, Fuels and Transportation Division (Division), the incumbent performs varied analytical and consultative activities to support Division program activities with an emphasis on assisting in program development; funding solicitations; managing, in coordination with technical staff, all funding agreements issued; and responds to information requests and reporting requirements.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet browsers; using a personal computer and appropriate Energy Commission software. The incumbent will participate in meetings with other staff and other agencies.

DUTIES AND RESPONSIBILITIES:

- 35 % Agreement Development. Both individually and as a member of a team, the incumbent will assist Division staff in the development of all solicitations, work statements, budgets, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize all funding agreements for projects within the Division. These funding agreements will include, but not be limited to, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for Commission funding. The incumbent will prepare reports on agreement development status for Division management. The incumbent will provide assistance to staff on use of the program information management system. (E)
- 35 % Agreement Management. The incumbent will establish and maintain a business relationship with the agreement recipient and manage agreements ensuring that all agreement terms and conditions have been met before approving invoices (and if necessary, dispute a particular invoice); manage the business processes associated with major work

DUTY STATEMENT

authorization agreements; and initiate and finalize agreement amendments; as well as manage agreement funding, progress, and closeout. In addition, the incumbent will brief Office, Division, and Commission management, orally and in writing, on the status of the agreements. (E)

- 25 % Information Requests and Reporting Requirements. The incumbent will respond to requests for information regarding specific program funding; status of agreements; and will assist with the preparation of any program required annual reports. In addition, the incumbent will ensure that established Energy Commission policies and procedures are followed in the preparation of reports that are posted on the Energy Commission's website. The incumbent will establish a database to track the collection of these reports, publication status, and other relevant information in an effort to improve the efficiency of the publication process and quality of the publications. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> VACANT Date </div> <div>Staff Services Analyst (General)</div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> MICHAEL A. SMITH Date </div> <div>Deputy Director</div>